

Minutes of the Virtual Meetings held on January 6, 2022

Present: Thomas Burke, Supervisor
Tyler Etzel, Timothy Finnegan and Kathryn Luciani, Council

Absent: None

Also Present: Joseph McKay, Attorney for the Town; Karin Poggio, Receiver of Taxes and Assessments;
Andrew Giacomazza, Village Mayor; Tara Burek and Christopher Graziano, Village Trustees; Elan Luding, Library Board; Maria Hunter, Beautification Committee

Worksession - 7:00PM

1. Discussion – Location of Meetings/Virtual vs In-Person:

Supervisor Burke and the Board discussed the location of meetings and having them virtually due to the COVID virus. Currently the Governor's Open Meetings Law exemption expires January 15 but it is likely that it will be extended since cases continue to increase. If so, then meetings will be held virtually until such time that the Board feels it is safe to return to in-person, or when the exemption allowed by the Governor expires. When in-person meetings return, they will be held at Village Hall. This is due to the better audio equipment and the larger meeting space. Supervisor Burke thanked Mayor Giacomazza for offering this Village Hall's use.

2. Discussion – Police Commission Law:

The Board discussed the Police Commission and the Chapter of the Town Code that governs it. It was noted over the past few years proper procedure has not been followed. It was further noted that the Board liaisons assigned to the Police Department do the work that the Commission would do. Attorney McKay provided the direction that would be needed to repeal the law and, when asked, the direction to be followed to reinstate it if deemed necessary. Ultimately, it was decided the Board would keep the law and begin to hold regular, monthly Police Commission meetings to ensure proper procedure is followed.

Town Board Meeting 7:30PM

I. Oath of Office – Re-Elected/Newly Elected Individuals

Clerk Potvin administered the Oath of Office to Supervisor Burke, Councilman Finnegan, Councilwoman Luciani and Tax Collector Poggio. It was noted that Judge David Hasin will be contacted regarding his oath and the Clerk Potvin's oath was administered last month by Deputy County Clerk (County Clerk-elect) County Eskew.

II. Public Comment:

Mayor Giacomazza stated he has had the pleasure to meet with Supervisor Burke several times since the election was finalized and he has been in constant communication with him. He believes the groundwork has begun to bring the two municipal board together and he is very excited to see what 2022 holds for Woodbury. Supervisor Burke stated he agrees completely and feels these are excited times for the community.

Thomas DeLuca congratulated all those that were elected and wished them all luck. He noted he feels that good things will be happening for Woodbury now.

Robin Crouse also congratulated all elected/re-elected. She feels there is an excited year ahead of us and she is thrilled to see that everyone is working together. She asked the Board to consider have two public comment sections on the agenda – one at the beginning and one at the end – so the public can be able to comments on actions/discussions held by the Board during the meeting as well as before they are held. Supervisor Burke stated this is something he completely supports but did not want to do it on this agenda without the entire Board’s input. Mrs. Crouse thanked the Board for their consideration.

Sandra Capriglione also congratulated all individuals. She then asked if there is an anticipated change to the garbage pick-up tomorrow with the winter weather that is expected. Supervisor Burke stated there is no planned change for tomorrow and that receptables should be left outside in case the carter is delayed at all.

III. Carry Over Items from Previous Administration:

a. Acceptance of Resignation – R Hernandez from Parks Committee:

Motion was offered by Supervisor Burke, seconded by Councilwoman Luciani, to accept the resignation of Reynaldo Hernandez from the Parks and Recreation Committee effective January 1, 2022.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
 NOES 0

b. Correction of Library Board Member Terms to Match Library Charter:

Supervisor Burke stated the Library Board Chairperson has provided documentation (which has been shared with the Board members) from the charter that shows their term limits cannot exceed five years. He believes it is appropriate for the Town Board to make this correction at this time and, going forward, have the terms be for five years. Attorney McKay stated he had researched on the information that was provided and he did not see anything that would contradict its interpretation. Motion was offered by Supervisor Burke, seconded by Councilman Finnegan, to amend the term limits for the following existing Library Board members: Catherine Schmidt to expire December 31, 2022; Ellie Pastel and Gail Tummarello to expire December 31, 2023; Patricia Coogan and Elan Luding to expire December 31, 2025.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
 NOES 0

c. Schedule Public Hearing – 2022 Assessment Rolls:

Supervisor Burke noted this public hearing is usually held in October of each year, but it was missed in 2021 so it needs to be held as soon as possible. Motion was offered by Councilman Etzel, seconded by Supervisor Burke, to schedule a public hearing to be held on January 20, 2022, at 7:30PM to entertain public comment on corrections that may be needed on the following assessment rolls for 2022: Consolidated Sewer, Refuse, Water #6, Sewer #1 and Highland Lake Estates.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
 NOES 0

IV. 2022 Reorganization:

Appointment of Deputy Town Supervisor:

Motion was offered by Councilman Etzel, seconded by Supervisor Burke, to appoint Desiree Potvin as Deputy Town Supervisor. No salary will be paid for this position at the request of Mrs. Potvin.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
 NOES 0

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Meetings/Official Newspaper/Mileage & Food Reimbursement:

Motion was offered by Councilman Finnegan, seconded by Councilwoman Luciani, to hold regular meetings of the Town Board in the Village Hall (455 Route 32, Highland Mills) on the first and third Thursdays of each and every month at 7:30PM, and to hold worksessions at 6:30PM before each Town Board, if necessary.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

Motion was offered by Supervisor Burke, seconded by Councilman Finnegan, to accept the following:

- 1) The Times Herald Record be designated as the official newspaper for the Town of Woodbury.
- 2) Members of the Town Government and employees, when on official business or duty for the Town, shall be paid at the rate of \$0.585 per mile for the use of their car (rate includes gas and wear/tear of vehicle).
- 3) The maximum food allowance per day when employees attend a conference is \$75.00, with no alcoholic beverage reimbursement.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

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Investment Policy:

Motion was offered by Supervisor Burke, seconded by Councilman Etzel, to adopt the following:

The objectives of the Investment Policy of the Town of Woodbury are to minimize risk, to ensure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Supervisor is authorized to invest Town funds which are in excess of current operating needs. Town investments are governed by applicable New York State Laws.

The Supervisor is authorized to make the following types of investments, for the present, until other types of investments are submitted to the Town Board:

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Town. Such Certificates of Deposit are to be collateralized by obligations enumerated in Section "a" above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Town or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.
- d. Time Deposit Accounts are designated depositories of the Town. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in Section "a" above.

The Supervisor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following banks are to be designated as official banks for the Town:

Sterling National Bank, Monroe, NY 10950
Lakeland Bank, Highland Mills, NY 10930
Bank of America, Cornwall, NY 12518
OC Trust Company, Vails Gate, NY 12584
TD Bank, Monroe, NY 10950

The Supervisor shall be authorized to invest funds of the Town in these banks during the 2022 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third-party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
NOES 0

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Appointments:

Motion was then offered by Councilwoman Luciani, seconded by Councilman Finnegan, to make the following appointments:

Desiree Potvin as Registrar and Marriage Officer  
Frances Huang as First Deputy Town Clerk/Deputy Registrar  
Tracy Maggio as Second Deputy Town Clerk/Records Clerk  
Tyra Hasan as Deputy Tax Collector  
Michael Luongo to the Parks and Recreation Committee with a term due to expire 12/31/2028  
Brad Cassity to the Parks and Recreation Committee with a term due to expire 12/31/2023  
Robert Anzalone to the Library Board with a term due to expire 12/31/2026  
Beth Zoumas to the Library Board with a term due to expire 12/31/2026  
Justin Hunter to the Beautification Committee with a term due to expire 12/31/2028  
Maria Hunter to the Board of Assessment Review with a term due to expire 9/30/2026

**ADOPTED** AYES 4 Burke, Etzel, Finnegan, Luciani  
NOES 0

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Consultants:

Motion was then offered by Supervisor Burke, seconded by Councilman Finnegan, to designate Joseph McKay with the law firm Catania, Mahon & Rider, PLLC, as interim general legal counsel.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
NOES 0

Motion was offered by Supervisor Burke, seconded by Councilman Finnegan, to designate Fusco Engineering as interim Engineers for the Town.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
NOES 0

Motion was then offered by Supervisor Burke, seconded by Councilman Finnegan, to designation Thomas McDonough with the law firm Jackson Lewis, as interim labor attorney

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
NOES 0

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Motion was offered by Councilman Finnegan, seconded by Councilwoman Luciani, to make the following committee assignments:

Committee Assignments:

|                                  |                  |                      |
|----------------------------------|------------------|----------------------|
| Family Visitor Program           | Councilman Etzel | Councilwoman Luciani |
| Fiscal Advisory                  | Supervisor Burke | Councilman Etzel     |
| Library Liaison                  | Supervisor Burke | Councilman Finnegan  |
| Insurance                        | Supervisor Burke | Councilman Etzel     |
| Business Improv. District        | Supervisor Burke | Councilwoman Luciani |
| Refuse                           | Supervisor Burke | Councilman Etzel     |
| Parks Department                 | Supervisor Burke | Councilman Finnegan  |
| Police Department                | Supervisor Burke | Councilwoman Luciani |
| Employee Relations               | Supervisor Burke | Town Clerk Potvin    |
| Pre-Disaster/Mitigation Planning | Supervisor Burke | Councilman Finnegan  |
| Village Liaison                  | Supervisor Burke | Councilwoman Luciani |
| Buildings and Grounds            | Supervisor Burke | Councilwoman Luciani |
| Intermunicipal Water Council     | Supervisor Burke | Councilman Etzel     |
| Cornwall CSD Liaison             | Supervisor Burke | Councilman Finnegan  |
| MWCSD Liaison                    | Supervisor Burke | Councilman Finnegan  |

**ADOPTED**      AYES    4      Burke, Etzel, Finnegan, Luciani  
                      NOES    0

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Procurement Policy:

Motion was then offered by Supervisor Burke, seconded by Councilman Finnegan, to adopt the procurement policy as follows:

WHEREAS, General Municipal Law (GML) 104-b requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103 or any other law; and

NOW, THEREFORE, BE IT

RESOLVED that the Town of Woodbury does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. "Purchaser" is defined as a Town official, board member, department head or individual assigned by department head to have purchasing authority. Pursuant to GML 104-b, they are listed as follows:

Police	Kevin Watson, Kevin Phillips
Parks	Joseph Gianzero, Frances Jack
Buildings/Grounds	Joseph Gianzero, Robert Blair
Library	Sara Johnson
Court	Carol Garen, Jill Sarlo
Assessor's Office	Julie Rose
Town Clerk's Office	Desiree Potvin, Frances Huang
Tax Collector's Office	Karin Poggio
Supervisor's Office	Thomas Burke, Laura Morrissey, Lena Baroutjian, Clara Rivera
Senior Center	Shakine Michel, Alexandria Arriaga

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103.

Guideline 3. Purchase of goods of a single item shall follow the following:

Less than \$20,000 but greater than \$10,000	Three written quotes with documentation
Less than \$10,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to discretion of the Purchaser

Pursuant to GML 103(1), purchases of "commodities, services or technology" may not be "artificially divided" for the purpose of satisfying the "discretionary buying thresholds". "The reasonably expected aggregate amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of the purchase" must be considered.

Purchase of public work/services contracts shall follow the following:

Less than \$35,000 but greater than \$20,000	Three written quotes with documentation
Less than \$20,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to discretion of the Purchaser

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for the quotes that have been received by using the form provided by the Town. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible bidder shall be awarded a purchase or public works contract unless the Town determines that it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder through use of the "best value" option or the "piggybacking" option pursuant to Chapter 236m of the Town Code. Where an award is made to other than the lowest

bidder, the Purchaser must prepare a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of proposals/quotes shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;

All purchases made under the emergency exception must meet the following criteria: 1) need arises from an accident or unforeseen occurrence or condition; 2) need affects public buildings/property or life, health and safety; 3) immediate action is needed and cannot await competitive bidding or competitive offering.

- (c) Sole-Source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$5,000;
- (i) Public work/services for less than \$5,000.
- (j) Contracts that have been let by the United States or any agency thereof, any state or any other political subdivision or district therein, pursuant to NYS Comptrollers Guidelines and General Municipal Law Section 103.
- (k) Pursuant to General Municipal Law section 103, subdivision 16, the Town Board may make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment and supplies, may make such purchases, or may contract for such services related to the installation, maintenance, or repair of apparatus, materials, equipment or supplies as may be required through the use of a contract let by the United States of America or any Agency thereof, any State or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value and made available for use by other governmental entities.

Guideline 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

ADOPTED AYES 4 Burke, Etzel, Finnegan, Luciani
 NOES 0

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Official Undertaking:

Motion was offered by Councilman Finnegan, seconded by Councilman Etzel, to approve the below form (in italics) of the official undertaking of municipal officers of the Town, pursuant to Section 11 of Public Officers Law, and the manner of execution and the sufficiency of the Town's insurance

company surety. This undertaking will be administered to all elected officials upon the start of their elected term that handle funds on behalf of the Town of Woodbury:

TOWN OF WOODBURY, ORANGE COUNTY, NEW YORK  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

**WHEREAS**, \_\_\_\_\_, of the Town of Woodbury, County of Orange, New York, has been elected to the office of \_\_\_\_\_ in the Town of Woodbury; and

**NOW THEREFORE**, he/she as respective officer above, do hereby undertake with the Town of Woodbury that he/she will faithfully perform and discharge the duties of the office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

*The Town does and shall maintain insurance coverage (presently with New York Municipal Insurance Reciprocal) in the sum of \$100,000 per loss plus an additional \$200,000 for the Tax Collector and Deputy Tax Collector, \$100,000 for the Town Supervisor and Deputy Town Supervisor and \$100,000 for the Town Clerk and Deputy Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.*

**ADOPTED** AYES 4 Burke, Etzel, Finnegan, Luciani  
NOES 0

Fee Schedule:

Motion was offered by Councilman Etzel, seconded by Councilman Finnegan, to approve the 2022 Fee Schedule as follows:

**Alarm License Registration:** \$5.00

Fines for false alarms:

|                                                      |          |
|------------------------------------------------------|----------|
| Second false alarm per calendar year                 | \$50.00  |
| Third false alarm per calendar year                  | \$100.00 |
| Fourth false alarm per calendar year                 | \$250.00 |
| Fifth false alarm per calendar year                  | \$350.00 |
| Each false alarm after first five in a calendar year | \$500.00 |
| Each false alarm after first ten in a calendar year  | \$600.00 |

**Dog Licenses:**

|                                       |                                                  |
|---------------------------------------|--------------------------------------------------|
| Unspayed/Unneutered:                  | \$20.00 per year (Includes state fee of \$3.00.) |
| Spayed/Neutered:                      | \$10.00 per year (Includes state fee of \$1.00.) |
| Fee for an identified unlicensed dog: | \$5.00 (enumeration)                             |
| Replacement Tag                       | \$3.00                                           |

**Filming on Town Property:**

|                                                                       |       |
|-----------------------------------------------------------------------|-------|
| Filming Permit - Not-For-Profit Organization filming on Town Property | \$200 |
| Filming Permit - Profit-Making Entity on Town Property                | \$500 |

\* see Chapter 149 of Town Code regarding escrow posting for use of town services/personnel

**EZ Pass Tag:** \$25.00 (state fee)

**Games of Chance:** \$25.00 per license period.



**Garage Sales:** \$5.00  
Off-premises sign deposit \$50.00

**Marriage License:** \$40.00 (includes state fee)

**Parade Permit:** \$125.00<sup>1</sup>  
\* Escrow to be posted for use of town services/personnel

**Park Facilities, Use of:**

Park Passes:

Resident \$30 for three-year pass  
Renter \$20 for one-year pass

Rental of Community Center:

Resident with Park Pass \$125 per event  
Woodbury Community Organizations no fee with Town Board approval

**Parkland Fee:** \$3,500.00 per lot

Note: The parkland fee is to be paid directly to the Town Supervisor's office to be held in escrow for the benefit of the town's parks.

**Petitions, Applications and/or Submissions:** *To be set by Town Board.*

Note: Fees and/or escrow deposits for petitions, applications, submissions or requests for approvals or other actions by the Town Board as described in Town Code Section 143-2A are set by the Town Board in accordance with Local Law #1-2014.

**Public Records, Access to:**

Photocopies \$0.25 per copy, up to 11" x 17".  
Certified Copies: \$10.00 per copy

**ADOPTED** AYES 4 Burke, Etzel, Finnegan, Luciani  
NOES 0

**V. Administrative Business:**

a. Accept Receipt of Minutes - December 30, 2021:

Motion was offered by Supervisor Burke, seconded by Councilman Etzel, to accept receipt of the minutes of the meeting held December 30, 2021.

**ADOPTED** AYES 4 Burke, Etzel, Finnegan, Luciani  
NOES 0

b. Approval of Abstract 1:

Motion was offered by Supervisor Burke, seconded by Councilman Etzel, to approve Abstract 1 containing vouchers 220001 – 220053 and totaling \$52,518.80.

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<sup>1</sup> The Board held a conversation about changing this fee to an amount that is considered to be reasonable for all to be able to afford. The issue will be discussed in more detail at a worksession.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

c. Advertise for Vacancy – Board of Assessment Review:

Motion was offered by Supervisor Burke, seconded by Councilman Finnegan, to authorize the Town Clerk to advertise for letters of interest for individuals interested in volunteering to serve on the Board of Assessment Review. There is one seat that is current vacant, and letters are due by close of business on January 28, 2022.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

d. Budget Modification:

Supervisor Burke noted Department Heads will be encouraged to spend as their approved budget allows. If a modification is deemed necessary, beginning with the 2022 budget, the Department Head will be required to request it prior to spending the funds and provide justification as to why they are exceeding the budget that was approved.

The first modification was for the 2021 budget of the Buildings/Grounds. Councilman Etzel stated he feels the items purchased with these funds should be done so in 2022 as none of them were requested when the budget sessions were held in September. He added the Buildings/Grounds Department has already overspent their budget by a considerable amount and that enough money has been allocated from fund balance to cover the over expenditures. He noted further money should not be spent on items just because there are unspent funds in a difference line-item. Motion was then offered by Supervisor Burke, seconded by Councilman Finnegan, to approve a modification to the 2021 budget of the Buildings/Grounds by increasing A1620.200 (Equipment) by \$3700, A1620.462 (Repairs/Materials) by \$1773, A1620.463 (Tools) by \$600 and decreasing A1620.100 (Personal Services) by \$6073.

**ADOPTED**      AYES    3            Burke, Finnegan, Luciani  
                     NOES    1            Etzel

The second modification for the 2022 budget of the Beautification Committee. Supervisor Burke stated this is a request to reallocated funds that were unable to be spent from their 2021 into 2022. They funds will be used for landscaping at the pool when construction is completed and for increasing the number of streetlight decorations hung along Route 32. He stressed that if the funds are not spent fully in 2022, they will not be carried into a future year and become part of the fund balance instead. Motion was then offered by Councilman Etzel, seconded by Councilwoman Luciani, to approve a modification to the 2022 budget of the Beautification Committee by increasing A599 (Appropriated Fund Balance) by \$48,000, A8510.425 (Grounds/Landscaping) by \$24,000 and A8510.431 (Holiday Decorations) by \$24,000.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

**VI. Old Business:**            *There was no old business to discuss.*

**VII. New Business:**

a. Lead Agency Notification – Monroe PB for RD Management LLC Site Plan Application:

Supervisor Burke stated notification has been received from the Monroe Planning Board of their intent to serve as lead agency under SEQRA for the application that is before them titled “RD Management LLC Site Plan Application (BJ’s Fueling Facility & Fast-Food Restaurant)” which is located in

the Town of Monroe (their tax map 2-1-30 and 2-1-31.31). Motion was offered by Councilman Finnegan, seconded by Councilman Etzel, to consent that the Town of Monroe Planning Board serve as Lead Agency in this application and requests that they continue to notify the Town Board on filings and hearings in this matter.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

Councilman Etzel noted when he served on the Monroe Planning Board the applicant had a similar application at that time. The application was denied due to the property sitting on top of the aquifer. He feels a letter should be written stressing this concern.

**VIII. Board Member/Department Comments:**

Councilman Etzel welcomed the new Board members and noted he looks forward to an improved working relationship with the Village Board.

Councilwoman Luciani stated she is honored to have been elected to serve the community and then congratulated the individuals elected to the Town and Village Board. She thanked Supervisor Burke for reaching out to her shortly after the election was finalized and introducing her to the Town government. She feels confident Woodbury will be moving in a positive direction.

Councilman Finnegan stated he looks forward to working with both municipal boards for the betterment of Woodbury.

Receiver Poggio stated the tax collection is going very well thus far. She noted the mailing address is now in Central Valley and the experience has been much better after some issues that were experienced at the Highland Mills Post Office last year.

Maria Hunter thanked the Board for appointing her to the Board of Assessment Review, for reappointing Justin Hunter to the Beautification Committee and for approving the budget modification request she submitted. She then noted the New Year's Eve event planned by the Parks Department was very well attended and she thanked all that were involved.

Attorney McKay welcomed the new Board members and encouraged them to contact him at any time, day or night, if they have any questions or need any assistance.

Supervisor Burke stated he is very excited to be working with the new Town Board and to serve Woodbury as its Supervisor. He believes that when an individual runs for office, they do so because they love the community that they live in. He believes we need to work together as a unit (town and village) and feels this is going to happen due to the engagement that has occurred so far.

**IX. Adjournment:**

With no further business to discuss or comments received, a motion was offered by Councilman Finnegan, seconded by Councilwoman Luciani, to adjourn the meeting at 8:45PM.

**ADOPTED**      AYES    4            Burke, Etzel, Finnegan, Luciani  
                     NOES    0

Desiree Potvin, Town Clerk